



U.S. African Development Foundation seeks NCE applicants – SA to the Pres.

Position: Special Assistant to the President/ CEO, United States African Development Foundation, Washington, D.C. GS 7-9 position; Civil Service Term; Not to exceed 5 years, in 1 year increments. Start Date: Early May 2013.

Summary: Reports directly to USADF's President; Works closely with Chief of Staff; Interacts across the Agency with staff at headquarters and in Africa; Responsible for executive administrative, external relations, and communications work.

USG Agency: USADF works directly with African groups by investing in their solutions to economic development challenges. A public sector corporation, USADF is impacting 1,000,000+ people in Sub-Saharan Africa today. Through capacity-building and expansion grants to agricultural cooperatives, SMEs, and marginalized groups, USADF creates jobs, increases incomes, and improves livelihoods. USADF proudly employs many RPCVs, who bring their on the ground experience and positive attitude to USADF.

Requirements: Solid writing skills. Attention to detail. Self-starter. Takes initiative. Works well across levels of the organization. Works independently. Manages work and time. Maintains confidentiality. Preference: French speaker and writer.

Interested candidates: Email Letter of Interest, your Resume, NCE, and a 1 page Writing Sample to info@usadf.gov ASAP, by Tuesday, April 16, 2013. More detail at **LINK**. Questions? Email: MRivard@usadf.gov